

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 July 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of June 1952.

Volume:

1. Requests for services processed during month of June
 - A. New Requests by memorandum or requisition 283
 - B. On hand prior to June 35
 - Total 318
 - C. Written orders placed with G.S.A. 165
 - D. Number on hand no action as of 30 June 55
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 0

2. Funds obligated (This section submitted January, April, July or October)

- A. First Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,300
 2. Special Projects
 - a. Renovations (6605) 52,205
 - b. Renovations (Other) 2,190
 - Total \$54,395
 3. Quarterly orders written, 27, \$341,700.
 4. Protective Service (GSA Guards) \$75,643
 - a. 159 reimbursable posts
 - b. 34 non-reimbursable posts
 5. Laborers and Trucks (From GSA) 5,334
 - Total Funds Obligated \$80,977

3. Sums paid to G.S.A. during June against orders encumbered in first quarter.

1. Alterations and installations \$41,583.78
2. Guards 76,802.05
3. Laborers and Trucks -----
4. Elevator Service 52.70
5. Fireman-Laborers 1,487.29
6. National Security Council 63.63
- \$119,989.45

4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.

30 days old	162
60 days old	128
90 days old	87
120 days old	56
Total	433

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B. Orders submitted to GSA non-reimbursable

In writing	20
Verbal	550
	570

C. Inter-office memorandums	27
Inter-agency letters	5

D. Space moves during June	18
Total personnel moved	234
Man hours by GSA Laborers	920
Estimated cost	\$1,470.40



Attachments

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